School District

Address

Concurrent Enrollment Supervisor Phone

Dear Parent/Guardian,

Your student has registered for a concurrent enrollment class offered at high school. Information regarding concurrent enrollment policies is included in this letter. We encourage you to carefully read the concurrent enrollment materials including the program guidelines. If you desire your student to enroll for the concurrent credit portion of the high school course, sign the form attached to this letter indicating your agreement to the terms therein and return it to the high school ______ by the deadline noted in the registration materials. Generally it has been found that students who have a 3.0 GPA are ready for and are usually more successful in concurrent enrollment classes. If your student's GPA is less than a 3.0, a form must be signed by your student's counselor allowing registration for the concurrent class. Please contact your student's counselor as soon as possible to further discuss enrollment in a concurrent class. School District currently partners with four higher education institutions for concurrent enrollment courses: ______. Your student will need to be admitted to the university offering the concurrent enrollment course. This admission process includes paying any admission fees that the college or university charges. Specific information regarding admission can be found on the partnering institution's concurrent enrollment web page or from your high school _____. It is important for you and your student to realize that they are beginning their permanent **college transcript** when they enroll in a concurrent enrollment course. There are many implications for your student as he/she begins this transcript. Also, there are implications for the _____ School District transcript related to the student's grade point average, class rank, and total credits earned. These implications stem from Utah State Board of Education Rule on Concurrent Enrollment, R277-713-6-F. This rule reads as follows: (1) A student shall receive high school credit for concurrent enrollment classes that is consistent with the district policies for awarding credit for graduation. (2) College level courses taught in the high school carry the same credit hour value as when taught on a college or university campus and apply toward college/university graduation on the same basis as courses taught at the USHE (Utah System of Higher Education) institution to which the credits are submitted. (3) Credit earned through the concurrent enrollment program shall be transferable from one USHE institution to another. (4) Concurrent enrollment course credit shall count toward high school graduation requirements as well as for college credit. School District's guidelines state that "Three (3) semester higher education hours equal one (1) unit of high school credit." Therefore, high school students who complete a 3 semester hour college course in one high school semester is eligible for additional high school credit. When additional credit is posted on the high school transcript, the university grade is posted with the credit. This may affect the student's G.P.A. and class rank.

Students and parents should to be mindful of the following:

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- Admission and enrollment policies and deadlines are established by the postsecondary schools and the Utah System of Higher Education (USHE). Should a student miss the deadline for admission or enrollment, there is no opportunity for late enrollment.
- Should withdrawal from a concurrent class be necessary, it is the student's responsibility to follow all University/College guidelines for withdrawal. The student must understand that withdrawal from the high school class does not automatically withdraw them from the University/College class. University/College withdrawal grades, according to policy, will be reflected on the University and high school transcript.
- Students and parents should also be mindful that R277-713-5-F allows a student to earn no more than 30 semester hours of concurrent enrollment credit per school year. The year begins the first day of summer vacation and ends the last day of the high school spring semester. Should a student earn more than 30 hours of concurrent credit in the school year, the student must reimburse ______ School District for incurred tuition costs. Some universities have additional limitations regarding the amount of credit a student can earn during a semester and/or school year.
- Due to postsecondary guidelines regarding college transcripts, students should review their concurrent enrollment transcripts and address any needed corrections within six months of completing the concurrent enrollment course.
- It is the student's responsibility to obtain copies of University/College transcripts to transfer credit from one higher education institution to another.

Students and parents are encouraged to work with Early College Advisors at the university to answer questions regarding concurrent credit and how it works with college eligibility, college majors, and college scholarships and loans.

If you have any questions regarding the in program, please call	aformation in this letter or the concurrent enrollment
program, piease can	.
Name	